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# ENG 1001-003-024: Composition and Language

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1001-003  
-024

## English 1001G—Fall 2006 Syllabus

Instructor: Janelle Carey  
Office: Coleman Hall 3860  
Office hours: 9:30—11:00 Tues., & Thurs.  
                  12:30—2:00 Tues., & Thurs.  
After 3:00 by appointment Tues., & Thurs.  
Phone: 581-6287

Texts for the course: The World Is A Text: Writing, Reading, and Thinking About Culture and Its Contexts, 2<sup>nd</sup> ed., Silverman & Rader  
Beyond Words: reading and writing in a visual age,  
Rusiewicz, Andersen & Friend  
The Blair Handbook, 4th ed., Fulwiler & Hayakawa

### Class Policies and Procedures

**Attendance:** Please be clear about this from the beginning: you must attend class on a regular basis if you expect to earn a passing grade for this course. It is impossible to duplicate class discussions and activities for students who are absent. Since students come to a greater understanding of course materials through these class discussions and activities, those who frequently miss class (whether the absence is unexcused or excused) inevitably find themselves at a serious disadvantage when writing papers and completing class assignments. As a consequence, such frequent absences almost always manifest their effect on the final course grade.

**Missed assignments:** Throughout the semester you will have assignments which reinforce writing and revision skills. These assignments may be made up for credit only with a verified excused absence. Health Service will supply you with necessary documentation, which must be presented to me the class period immediately following the absence. If you are ill but do not go to Health Service, you should **phone me before class** during my office hours **on the day of the absence**—students who have an 8:00 class may phone me at home (345-2994) before 7:30 a.m.. **Do not e-mail me and expect the absence to be excused.** Arrangements for making up missed work must be made with me the class period immediately following the absence. If you have a university recognized anticipated absence for an academic or athletic activity, please note that you are to submit any work that is due on that date before the anticipated absence unless we have discussed other arrangements. If you need to speak to me about assignments or missed class work, you may stop by or phone me during my office hours (listed at the top of the syllabus), or you may e-mail me through WebCT on Monday, Wednesday, or Friday between the hours of 9:00 a.m. and 5:00 p.m., and I'll try to respond to you in a timely manner. Do note, however, that I use office hours and e-mail to provide additional assistance for work begun in class and not as a time to re-teach material for those with unexcused absences.

**Late papers:** You have ample time for each essay assignment; however, for those of you who have a tendency to procrastinate, note that essays which are turned in late will lose one letter grade for each class meeting that they are overdue.

**Course requirement:** Please be aware that you must complete and submit all essays (no matter how late they may be) in order to pass the class. Failure to submit all essays will result in an “NC” (no credit) for the course.

### Grading

During the semester you will write three formal essays along with several shorter, directed assignments and exercises to help build skills and develop style. Grades will be assigned on a point system as indicated below.

#### Point values for the course:

Essay #1-----75 points

Essay #2-----100 points

Essay #3-----125 points

Writing skills exercises-----100 points

The total number of points for the course is 400. Final grades will be assigned according to the following scale:

360—400 = A

320—359 = B

280—319 = C

279 & below = NC (no credit)

On official transcripts and grade reports, any grade below 280 points will be recorded as “NC” (no credit). Any student receiving “NC” for the course must retake English 1001G before enrolling in English 1002G

Please keep all returned papers, exercises, and any other graded assignments in a pocket folder so that you will have a ready record of your progress in the course. I figure letter and percentage grades only at mid-term and at the end of the semester; however, you can figure your grade in the course at any time during the semester by dividing the number of points you have accumulated by the total number of points possible up to that time; the resulting number will be your percentage total, and grades are calculated on a scale of 90% to 100% equals an “A,” 80% to 89% equals a “B,” 70% to 79% equals a “C;” anything below 70% equals “NC.”

### **Enrollment Reminders**

Students who have ACT scores in English of 15 or below (13 on the old version of the test) or who have no test scores on file with the university must pass English 1000 before enrolling in English 1001G.

and

Successful completion of English 1001G or its equivalent is a prerequisite for enrollment in English 1002G.

### **Plagiarism Policy**

Please note the English department's statement concerning plagiarism:

"Any teacher who discovers an act of plagiarism--'The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's original work' (Random House Dictionary of the English Language)--has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including the immediate assignment of a grade of 'F' for the assigned essay and a grade of 'F' for the course, and to report the incident to the Judicial Affairs Office."

I shall adhere to this policy throughout the semester.

### **Writing Center**

Help is available through the Writing Center in Coleman Hall, room 301. Students who may need help with a particular writing problem or problems are urged to stop by the center for individual attention. The Writing Center, is NOT a proofreading service, however. Do not take an unmarked paper in and expect someone to find all of your errors before you hand in the paper. If you are having difficulty getting started on a particular assignment or if you know you are weak in a particular area, by all means, stop by the center for help. I may, in fact, refer you to the Writing Center if I detect consistent serious errors or weaknesses in your writing. Don't be afraid to ask for help, and do it before it is too late to salvage your grade. Check the notice on the Writing Center door to find operating hours for the current semester.

### **Students with Disabilities**

Please note the following information from the Office of Disability Services: "If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible."

## **Electronic Writing Portfolio**

All students must submit a document from 1001G or 1002G as part of the requirements for their Electronic Writing Portfolio. This is a **University requirement**. You do not need to submit more than one essay from these courses; if you submitted a paper from 1001G, you do not need to submit another from 1002G. For information and submission forms, go to the EIU home page and click on the tab labeled "Information for Students." From the menu on the information page, select "Electronic Writing Portfolio." Read and follow instructions carefully.

This semester's deadline for submission of an essay from this course is Thursday, Dec. 7.

## Course Objectives for English 1001G

These are the guidelines set forth by the English department's composition committee:

Students should receive instruction which will enable them to develop

- expository and argumentative papers in which paragraphs, sentences, and words develop **one** controlling idea. These papers should have a beginning, middle, and end. At least one of them should reflect the principles of documentation.
- paragraphs that are discrete, purposeful units within the paper. Where appropriate, paragraphs should be developed by means of examples, details, and illustrations.
- sentence patterns that are direct, economical, free of ambiguity, and structurally appropriate for the ideas expressed.
- standard written English that exemplifies principles of preciseness and of suitability to the purpose of the paper.

Obviously, the goal of this course is to improve your writing skills. My hope is that you will become more aware of writing for an intended audience, that you will learn to recognize the needs of and your responsibility to that audience, and that you will increase your knowledge of the writing options you have to help you communicate with that audience. To that end, we will concentrate on writing as process, realizing, of course, that not everyone follows the same linear pattern but that in the end **all of the stages must be represented**.

Fall 2006 Course Outline  
English 1001G

- Tues., Aug. 22-----Introduction to the course
- Thurs., Aug. 24-----How to plan the essay and develop a  
clear thesis; discussion of first essay topic
- Tues., Aug. 29-----Using examples to illustrate a thesis;  
outlining with clear topic sentences;  
writing effective introductory &  
concluding paragraphs
- Thurs., Aug. 31-----Documenting sources clearly and correctly
- Tues., Sep. 5-----Small group conferences; bring completed  
planning and topic sentence outline
- Thurs., Sep. 7-----Small group conferences; bring completed  
planning and topic sentence outline
- Tues., Sep. 12-----Review of basic grammar skills
- Thurs., Sep. 14-----Sentence sense exercise
- Tues., Sep. 19-----Writing work session
- Thurs., Sep. 21-----Peer editing session
- Tues., Sep. 26-----Essay #1 due at beginning of class; begin  
discussion of using comparison/contrast to  
develop a thesis. Essays to read:  
“Two Views of the River” by Mark Twain  
“Faces of the Sky”—student sample essay  
Untitled poem—student sample
- Thurs., Sep. 28-----Outlining a comparison/contrast essay
- Tues., Oct. 3-----Developing paragraphs concretely
- Thurs., Oct. 5-----Small group conferences; bring planning &  
outline
- Tues., Oct. 10-----Small group conferences; bring planning &  
outline

Thurs., Oct. 12-----Using transitions effectively

Tues., Oct. 17-----Writing work session

Thurs., Oct. 19-----Varying sentence structure for improved style

Tues., Oct. 24-----Peer editing session

Thurs., Oct. 26-----Sentence sense practice

Tues., Oct. 31-----Essay #2 due at beginning of class; begin discussion of using argumentation to develop a thesis. Essay to read: "Jack the Giantmugger" by Ruth Dorgan

Thurs., Nov. 2-----Outlining an argumentation essay

Tues., Nov. 7-----Small group conferences

Thurs., Nov. 9-----Small group conferences

Tues., Nov. 14-----Continue work on varying sentence structure

Thurs., Nov. 16-----Open conference day

Tues., Nov. 28-----Review and quiz on basic grammar concepts

Thurs., Nov. 30-----Peer editing session

Tues., Dec. 5-----Essay # 3 due at beginning of class

Thurs., Dec. 7-----Open conference day